

# BASE Camp Summer Camp 2019 Registration



Before you can begin Summer Camp Registration, you must have a current (2018-19) BASE Camp program registration on file. If you do not have this, please refer to the BASE Camp Registration Process found [HERE](#).

Before registering, please visit our website to help choose your Summer Camp. To register for BASE Camp Summer Camp, please follow these instructions:

## Step 1: Select a Summer Camp:

- Login to your Daycare Works account at: <https://family.daycareworks.com/login.jsp>
- Select “Registration”
- Select “Click to view offerings under” “Summer 2019”

This will bring up a list of classrooms to choose from. Our classroom structure has changed a bit from prior years. If your child is attending Winona, they do not need to pick a specific classroom; there is only one registration spot for all ages. Due to the large camp size at Bauder and Werner, children need to pick a specific classroom to attend for the duration of the summer. There are multiple choices by age group to allow flexibility for same family kids to be in the same class or not. Please **use the grade your child will be entering** to decide which classes they are eligible for.

**\*\*\*For all camps: whichever location and classroom you choose at this point, will be the only classroom your child may select days in for the entire summer. You will not be able to enroll one child in multiple locations.\*\*\***

- You may scroll through and once you have decided on a classroom, select “Click to view offerings” and then “Enroll” on the next page.
- You may now check out and pay the \$30 camp fee.
- Repeat these steps for additional children.

You should receive a confirmation notice once your Classroom Registration is complete. However, you still need to select and pre-pay for days of attendance to reserve your spot on specific days.

## Step 2: Reserve Attendance Days:

- Login to your Daycare Works account at: <https://family.daycareworks.com/login.jsp>
- Select the “Attendance” button.
- Select your child’s name from the “Student” drop down menu.
- Select your child’s summer location from the “Room” drop down menu.
- Use the arrows above the calendar to navigate to the correct month.
- Select your days needed and click “Add To Cart” or
- Check out and pay for the selected days. (Scholarship and CCAP families may use their unlock code at this point to complete the checkout process.)
- June Date Selection: Open Now!  
July/August Date Selection: Opens April 15th

## Step 3: Review Summer Camp Parent Handbook and Complete Forms

- Be sure to fully read the [Summer Camp Parent Handbook](#).
- **We ask that all parents complete the [Income Eligibility Form](#).** As a 501c3 nonprofit, we depend on support from outside institutions to provide for all families. Even if you don’t

personally receive assistance, your income information allows us to get reimbursements for our snack program so we can do more with less. Thanks for your compliance.

- Depending on your child's situation, we may require that you return some additional forms beyond online registration. If your child has special medical/behavioral circumstances, additional forms are required before attending the program. Please visit <http://www.mybasecampkids.org/additional-forms/> for forms and information.
- **All necessary forms (IEF, medical forms, etc.) must be returned to: [forms@basecampstaff.org](mailto:forms@basecampstaff.org) or in-person at our office, located at: 1224 E. Elizabeth St., Fort Collins, CO 80524. Please DO NOT fax forms. For registration to be complete, all forms must be completed and turned in by May 13<sup>th</sup>.**